



TOWN OF ACTON

BUILDING PERMIT APPLICATION

INFORMATION AND INSTRUCTIONS:

1. **WHEN REQUIRED:** A building permit is required whenever a project includes construction, reconstruction, alteration, repair, removal or demolition of a structure; change of use or occupancy of a building or structure; or installation or alteration of any equipment that is regulated by the Commonwealth of Massachusetts State Building Code.
2. **PENALTY:** Failure to obtain a building permit or starting work before a permit is issued may result in increased permit fees, fines up to \$1000 per day, imprisonment or any or all of the foregoing.
3. **APPLICATION:** Application must be made by the owner or his/her authorized agent. Forms must be thoroughly and accurately completed. Accuracy and completeness will directly effect the time required to process the application through the Engineering, Planning, Conservation, Health and Building Departments. The State Building Code provides that the Building Department shall review a building permit application within thirty (30) days after filing. For purposes of this section, the permit is not considered to have been filed until other departments have approved it and it is returned to the Building Department for zoning and building code review.
4. **PLANS AND SPECIFICATIONS:** Every application must be accompanied by *two (2) copies* of specifications and plans drawn to scale, with sufficient clarity, detail and dimensions to show the nature and character of the work to be performed. This information will be thoroughly reviewed to determine code compliance. Again, the degree of completeness and accuracy will have a direct bearing on the time required for review and approval.

Plans should include but not be limited to:
 - A. **A scale plan of the lot**, drawn and stamped by a registered land surveyor. This plan should show dimensions of the lot, locations and dimensions of all existing and proposed structures, easements, septic systems, location of any Flood Plain on the lot, etc.
 - B. **Foundation plan** with anchor bolt locations and clearly showing a minimum four (4) foot depth to bottom of all footings.
 - C. **Structural, mechanical and electrical plans** in sufficient detail to determine code compliance. (Include exterior building envelope component materials with U-values, R-values, heat loss information. HVAC sizing, etc. for energy code compliance.) Any changes or modifications to the approved plans must be submitted in writing for the Building Commissioner's approval.
5. **STAMPED PLANS:** Plans and specifications for any building containing more than 35,000 cubic feet of enclosed space *must* be stamped and signed by a qualified registered professional engineer or architect.
6. **POSTING PERMIT:** The building permit must be posted at the site in clear view and protected from the weather at all times until the Certificate of Use and Occupancy is issued.
7. **OCCUPANCY:** Upon completion of the work and *prior* to occupancy a Certificate of Occupancy form must be obtained from the Building Department and all applicable signatures affixed prior to final inspection and sign-off by the Building Inspector.
8. **EXPIRATION:** A building permit expires if the work authorized is not started within six (6) months of issuance and continued through, in good faith, to completion.
9. **GENERAL:** The building permit will indicate specific points in the construction process at which inspections must be made. No work should proceed until each of these phases has been inspected and signed off by the appropriate inspector. It is the applicant's responsibility to notify each inspector at least 24 hours in advance of each required inspection.
At the rough inspection the electrical, plumbing and fire department approvals must be obtained *prior* to seeking approval of the building inspector.
10. If you require any additional information please contact the Building Department at 264-9632 between the hours of 8:00 - 5:00. We look forward to assisting you with your project.
11. Permit fees are not reimbursable, not transferable, nor does payment guarantee issuance of a Building Permit.



TOWN OF ACTON

BUILDING PERMIT APPLICATION

Permit No. _____

Date Issued _____

Received _____

I. LOCATION OF PROJECT

At (Location) _____ Zoning District _____
(No.) (Street)

Applicant _____ Phone _____

Lot Description: Parcel _____ Plate _____ Latest Recorded Plan: Book _____ Page _____

II. TYPE AND USE OF BUILDINGS

A. TYPE OF IMPROVEMENT

- ☐ New Building
☐ Addition
☐ Alteration
☐ Repair, Replacement
☐ Wrecking, Demolition
☐ Moving, Relocation
☐ Swimming Pool
☐ Sign
☐ Other - Specify _____

COMMERCIAL ONLY

B. TYPE OF CONSTRUCTION (Section 401 Mass. State Bldg. Code)

USE GROUP CLASSIFICATION (Section 301 Mass. State Bldg. Code)

C. FLOOR AREA (Based on Exterior Dimensions in square feet)

Basement, (Unfinished) _____
Basement, (Finished) _____
First Floor _____
Second Floor _____
Third Floor _____
Garage _____
Porch/Deck _____
Other - Specify _____

D. RESIDENTIAL BUILDINGS ONLY

Number of Existing _____
Bedrooms Proposed _____
Number of Existing _____
Bathrooms Proposed _____

F. DESCRIBE PROPOSED USE OF STRUCTURE OR BUILDING IN DETAIL

& ESTIMATED COST ()

DEPARTMENTAL APPROVALS:

Approved

Disapproved

Not Applicable

ENGINEERING DEPARTMENT:

Street Number	_____	_____	_____
Street Cut	_____	_____	_____
Plate & Parcel	_____	_____	_____
Flood Plain	_____	_____	_____
Other _____	_____	_____	_____

PLANNING BOARD:

Lot Release (date _____)	_____	_____	_____
Bond Posted (date _____)	_____	_____	_____
ANR Plan	_____	_____	_____
Special Permit	_____	_____	_____
Other _____	_____	_____	_____

CONSERVATION COMMISSION:

Wetlands	_____	_____	_____
Other _____	_____	_____	_____

HEALTH DEPARTMENT:

_____	_____	_____
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V. IDENTIFICATION (Type or Print Clearly)

OWNER: Name _____ Phone _____
Address _____

LESSEE: Name _____ Phone _____
Address _____

CONTRACTOR: Name _____ Phone _____
Address _____ Supervisor's License #: _____ Home Improvement License #: _____

ARCHITECT: Name _____ Phone _____
Address _____

ENGINEER: Name _____ Phone _____
Address _____

VI. READ BEFORE SIGNING

The undersigned hereby certifies that he/she has read and examined this application and that the proposed work, subject to provisions of the Massachusetts State Building Code and other applicable laws and ordinances, is accurately represented in the statements made in this application and that the work shall be carried out in accordance with the foregoing statements and in compliance with the provisions of law and ordinances in effect on the date of this application.

Please type or print clearly:

Name of Applicant

Signature of Applicant

Company Name

Address

If application is made by other than the owner, complete the following:

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent.

Signature of Agent

Signature of Owner

DO NOT WRITE BELOW THIS LINE

Application received by _____ Date _____

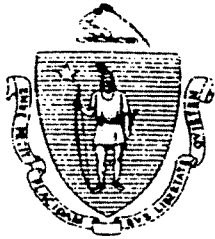
Street Cut bond posted _____ N/A _____ State Building Code Approval _____

Zoning Approval _____

BUILDING PERMIT APPROVED AND

ISSUED BY: _____
Building Commissioner

	FEE	Sq. Ft.	Rate	
BSMT (U)	_____	x	_____	= _____
BSMT (F)	_____	x	_____	= _____
T.L.S.	_____	x	_____	= _____
GAR.	_____	x	_____	= _____
OTHER	_____	x	_____	= _____
			SUB-TOTAL	_____
PLANS	_____	x	\$3.00	= _____
			TOTAL	= _____



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, Mass. 02111

Workers' Compensation Insurance Affidavit

Applicant Information:

Please PRINT legibly

name: _____

location: _____

city _____ phone # _____

☐ I am a homeowner performing all work myself.

☐ I am a sole proprietor and have no one working in any capacity.

☐ I am an employer providing workers' compensation for my employees working on this job.

company name _____

address: _____

city: _____ phone # _____

insurance co. _____ policy # _____

☐ I am a sole proprietor, general contractor, or homeowner (circle one) and have hired the contractors listed below who have the following workers' compensation policies:

company name _____

address: _____

city: _____ phone # _____

insurance co. _____ policy # _____

company name _____

address: _____

city: _____ phone # _____

insurance co. _____ policy # _____

Attach additional sheet if necessary

Failure to secure coverage as required under Section 25A of MGL 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one years' imprisonment as well as civil penalties in the form of a STOP WORK ORDER and a fine of \$100.00 a day against me. I understand that a copy of this statement may be forwarded to the Office of Investigations of the DIA for coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature _____ Date _____

Print name _____ Phone # _____

official use only do not write in this area to be completed by city or town official

city or town: _____ permit/license # _____ ☐ Building Department

☐ check if immediate response is required

☐ Licensing Board

☐ Selectmen's Office

☐ Health Department

☐ Other _____

contact person: _____ phone #: _____